

DEPARTMENT OF THE ARMY  
HEADQUARTERS, 3D ARMORED CAVALRY REGIMENT  
APO AE 09379

AFZC-R-RCO

24 April 2005

MEMORANDUM FOR RECORD

SUBJECT: Procedures for Environmental Morale Leave (EML)

1. The purpose of this memorandum is to provide guidance on the policy and procedure to EML during OIF III. All Service Members and DOD Civilians are authorized to participate in the EML program provided their orders state 365 days of service in the CENTCOM Area of Responsibility (AOR). Eligibility for 3d ACR Soldiers begins 7 May 2005 and closes 7 February 2006.
2. Chargeable leave begins the day after they arrive at the CONUS/OCONUS gateway. Leave ends the day prior to departure from the CONUS/OCONUS gateway. While participating in EML, Soldiers are on leave status. Soldiers are not to be charged more than 15 days of leave even if their travel takes longer than the estimated five days. Additional leave days are authorized if circumstances merit. The first O-6 in Soldier's chain of command is the approval authority.
3. Soldier is authorized one duffel bag, not to exceed 50 pounds, and one carry on bag. Baggage must be clearly labeled. Soldier will be charged for excess baggage. This is a non-reimbursable expense.
4. Soldiers will receive Deployment Cycle Support (DCS) briefings on suicide prevention/awareness, reunion briefing, medical threat brief and pastoral counseling at the Kuwait gateway prior to EML. These briefings will be certified on DA Form 31 (See Tab B).
5. Soldier will depart their unit with five (5) copies of their DA 31. Upon check in at the gateway in Iraq and Kuwait, Soldier will submit a copy of their leave form. Soldier will submit two copies of their leave form to the CONUS (Atlanta or Dallas) or OCONUS (Frankfurt) gateways. Soldier will maintain a copy of their DA 31 throughout their leave.
6. Soldiers are authorized to wear the Dessert Battle Dress Uniform (DBDU) enroute to and from their leave address. DBDUs are also authorized for follow on commercial flights within the United States. The DBDU must be worn while on contract aircraft. If an EML participant travels outside the United States by commercial air, the Soldier will travel in appropriate civilian clothing as a matter of force protection. Commanders will ensure that Soldiers depart and return wearing clean and serviceable uniforms.
7. Soldiers are not authorized to consume alcohol until final destination is reached and Soldier meets for the legal drinking age requirement.
8. Soldier will maintain possession of their military ID card, DA 31 and identification tags at all times while on leave.

9. Participants will obtain follow on travel arrangements from the approved government travel office located at the Kuwait gateway. Contract air travel to the CONUS (Atlanta or Dallas) and OCONUS (Frankfurt) gateways and follow on commercial air travel to the airport nearest the participant's leave address is fully funded by the government. Rental car, bus, train, private aircraft, or other modes of transportation will not be government funded or reimbursed.

10. Personal Assistance Points (PAP) are located at the Dallas and Atlanta gateways. They are available to provide any assistance EML participants may need. The PAP will meet the contract aircraft and sign the traveler in/out on leave.

11. All participants from Iraq and Kuwait must return through the Kuwait gateway for processing and completion of EML. NO PARTICIPANT IS AUTHORIZED TO DEPART FROM KCIA DIRECTLY BACK TO THEIR UNIT. Participants will return to their unit via intra-theater air. No participant is authorized to arrange individual transportation for return to their unit.

H.R. McMASTER  
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71<sup>st</sup> Colonel of the Regiment